



NASA Position Description Management (PDM) Account Administration



NASA must provide user information to Avue to create accounts for use of Avue Digital Services (ADS). This will be required during the implementation of the PDM Project at each NASA Center. To assist with this task, we have developed a spreadsheet for the Centers to complete and return to Avue prior to Roll-out. This document identifies the data and other information to be included in the spreadsheet.

Avue has agreed to provide System Administration for NASA. This includes the establishing, editing, and deleting the user profiles, as well as establishing and maintaining the associations between NASA users. The initial establishment of NASA user accounts will be accomplished prior to Roll-out at each center using the information provided on these spreadsheets. For on-going support NASA System Administrators at each Center will need to continue to provide the information to Avue via reports, spreadsheets or phone calls as necessary.

Section I identifies user types and identifies key terms and association definitions that will be used. Section II contains information for creating the associations, and Section III provides an explanation of the preparation of the data so far.

SECTION I – User and Associations Definitions

There are currently 3 different user types available within the ADS software: the System Administrator, the HR Specialist and the Manager. Following is a description of these user types and the capabilities of each.

USER DESIGNATIONS

System Administrator: The System Administrator is the primary point of contact responsible for establishing, editing, and deleting user profiles, as well as maintaining associations between users. There can be more than one System Administrator, and the PDM Project Team is recommending one per Center, with an alternate for backup purposes. System Administrator (SA) access should, however, be kept to a minimum since this affords the user global access to modify all profiles and associations across the Agency.

Included with this package is a Quick Reference Guide for System Administrators to assist the SA with the account maintenance functions. Some of the information is duplicated in this document.

Manager: This user can create the positions files, which includes the position description (PD), a performance plan, an evaluation statement, and a PD cover sheet.

This user also has the ability to edit documents and modify or delete positions in his/her **personal** folder.

HR Specialist: This user has the same functional capability as a Manager with the addition of performing **overrides** to system-generated position classifications. Additionally, the HR Specialist user can save files as **proposed Agency Position Files**. **Proposed** Agency Position Files can only be viewed by **designated Agency Position File users**.

USER ASSOCIATIONS

User associations identify the file access that can be granted between and among the different users. Avue will create the initial association access for all HR Specialists to any Manager/Supervisor files at the same Center.

User-to-User Associations: User-to-user associations identify file access relationships between HR Specialists and Managers/Supervisors involved in the PD process. Since this relationship is generally characterized as a one-to-many relationship (one HR Specialist to many Managers/Supervisors), ADS uses the "Parent" and "Child" user ID designation. Any Manager/Supervisor can grant their associated HR Specialist either Full Access or Read Only Access. This association will be identified in the **ACCESS RIGHTS** column in the spreadsheet. Each Center has the option to use its own discretion in determining the appropriate associations.

Global Associations: Global associations allow the capability for a user to be associated to all managers and/or all HR specialists in ADS. Global associations can be read/write or read only access. An example where a global association would be used is when an HR Specialist is responsible for all managers. Instead of associating each manager to the HR specialist individually, the System Administrator can create one global association to all managers. If this functionality is desired, enter "Yes" in the **GLOBAL ACCESS** Column for each user. Again, this functionality allows **any user** to be **associated with all** agency managers and/or HR specialists with accounts in ADS. An agency uses its discretion to determine the appropriate associations.

Agency Position Files: Every HR Specialist and Manager/Supervisor is given access in ADS to view and utilize established Agency Position Files (APF). Once a PD classification is accepted, the file will be moved in the APF and the PD Number will be assigned. However, only designated users are granted permissions to propose, view proposed files, establish and abolish Agency Position Files. The agency uses its discretion in determining designated users for Agency Position Files. Once determinations are made, the System Administrator assigns access to the appropriate users.

Assist Tech: Many people with disabilities use adaptive equipment or software, commonly called "assistive technology". For example, persons with visual impairments, including blindness, often use screen reader technology that interoperates with software

and web-based applications to convert text to speech or refreshable Braille display. Persons with mobility impairments may use voice recognition technology to enter commands through speech rather than through keyboard or mouse input. Individuals who are deaf rely upon closed captioning when watching a multi-media presentations. Assistive technology interoperates with EIT solutions to make the solution accessible to people with disabilities. For those users needing special technical assistance the value of this field must be “True” for all others it must be “False”. A value of “True” will direct users with disabilities to alternate paths within ADS that will work with assistive-technologies such as screen readers.

SECTION II – User Account Data Elements

The following table identifies data elements required to create PDM User Accounts using Agency-supplied information. The information should be entered into the Excel Spreadsheet.

The spreadsheet will contain the names and associated information of each user that will need access to the PDM system

User Accounts

DATA ELEMENT	MANDATORY (INPUT REQUIRED)	MINIMUM LENGTH	MAXIMUM LENGTH	ACCEPTABLE VALUES
USER ID	Yes	4	30	
PASSWORD	Yes	4	10	
USER ROLE	Yes	N/A	N/A	Manager HR Specialist System Administrator
FIRST NAME	Yes	1	30	
MIDDLE INITIAL	Yes	0	30	
LAST NAME	Yes	1	30	
TITLE	No, Optional	0	30	
ORGANIZATION	No, Optional	0	100	
EMAIL ADDRESS	Yes	5(a@b.c)	100	Use Permanent email address
DAYTIME PHONE NUMBER	Yes	1	100	
EVENING PHONE NUMBER	No, Optional	0	100	
FAX NUMBER	No, Optional	0	100	
ASSIST TECH	Yes	N/A	N/A	True False
AGENCY USER APF	Yes	N/A	N/A	True False
GLOBAL ACCESS	Yes	N/A	N/A	Yes No
ACCESS RIGHTS FOR USER ROLE	Yes	N/A	N/A	None Full Access Read Only

SECTION III – Excel Spreadsheet

The PDM Project Team has received a listing of the supervisors and managers from the NASA Payroll Personnel System for each NASA Center. This information has been populated in the spreadsheet as a starting point for you to verify and complete. Ensure that the spreadsheet accurately reflects the users and system access for your Center. Once completed forward it to Avue. The attached spreadsheet also contains user IDs for those HR Specialists and Managers at your center who participated in the testing of the PDM Custom Content. These IDs will need to be removed if they will not be requiring further access to the ADS system.

ID's and Passwords:

The ID and Password will be created by the Center specific System Administrator and included on the spreadsheet.

We are recommending that the ID be created with the following scheme:

ABCGS01 (All Upper Case)

ABC - User initials, use and X for a user with no middle initial
GS – 2 digit Center identifier
01 – Sequential Number

We are recommending that the password be created with the following scheme:

ABCPDM01 (All Upper Case)

ABC – User Initials, use and X for a user with no middle initial
PDM - System Name
01 - Sequential Number

Users should be notified by separate emails of the User ID and Password. Avue is working on an enhancement to the ADS product, which will allow the user to change their own passwords. This option will be more secure and make it easier for the SA to assign a standard password, or reset the password, for login and then the user will be responsible for choosing their password.

Avue will perform the account administration function for NASA. The turnaround time will be 2 days. In case of emergencies, we recommend that a System Administrator at each center be proficient in this function to better serve the agency.

For any questions regarding this process, please contact Diane Bittner at 301-286-2435 or via email at Diane.B.Bittner.1@gsfc.nasa.gov.